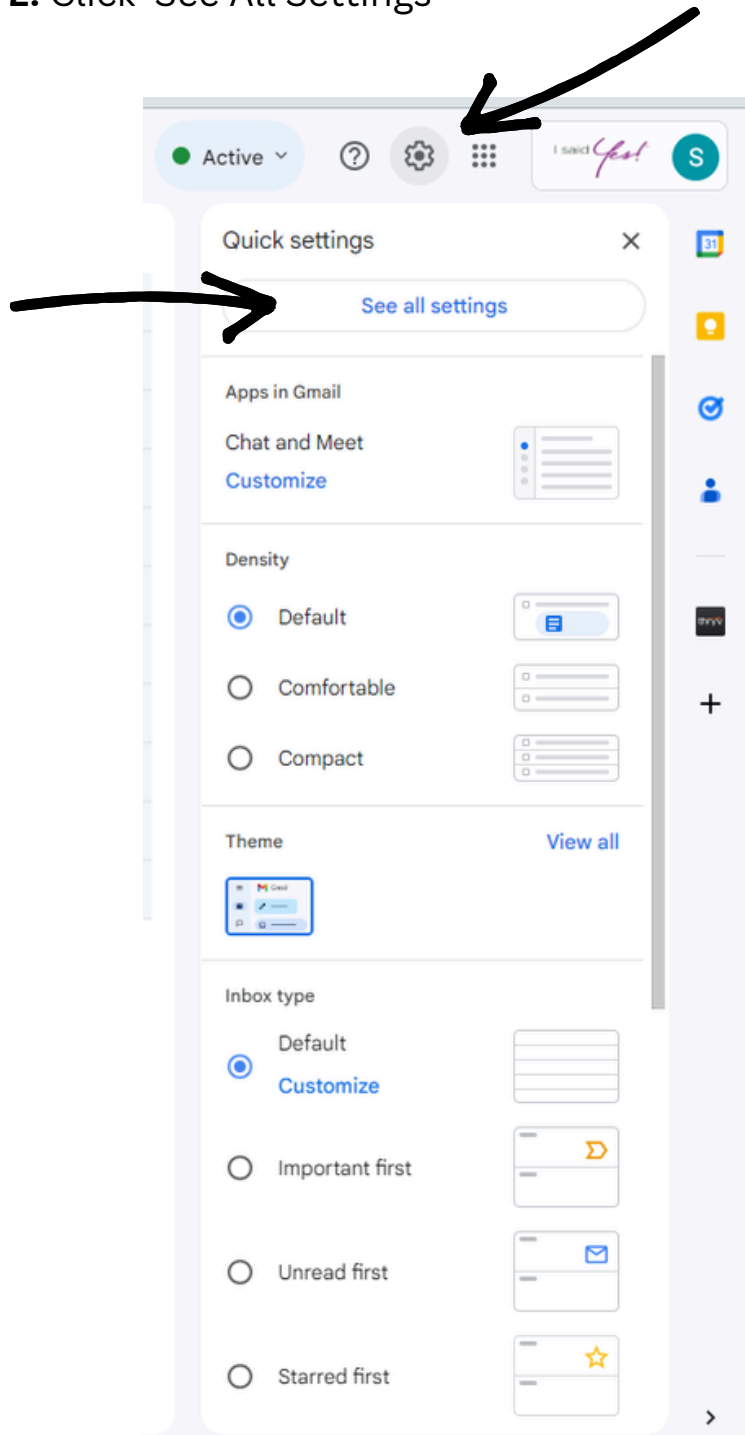


# Create A Gmail Template

**Step 1:** Go to Settings in your Gmail Account by clicking the gear in the top right corner.

**Step 2:** Click 'See All Settings'



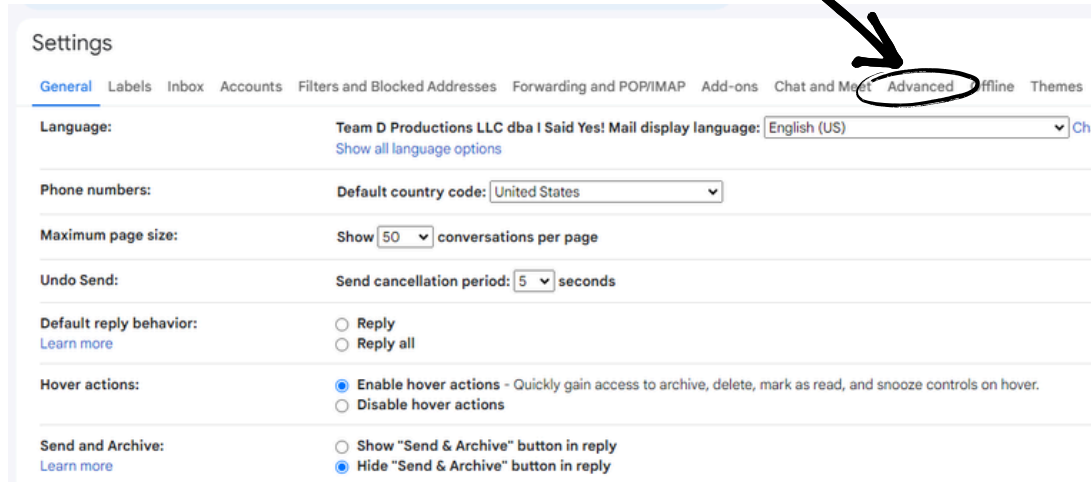
I said *Yes!*  
to  
Success

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# Create A Gmail Template

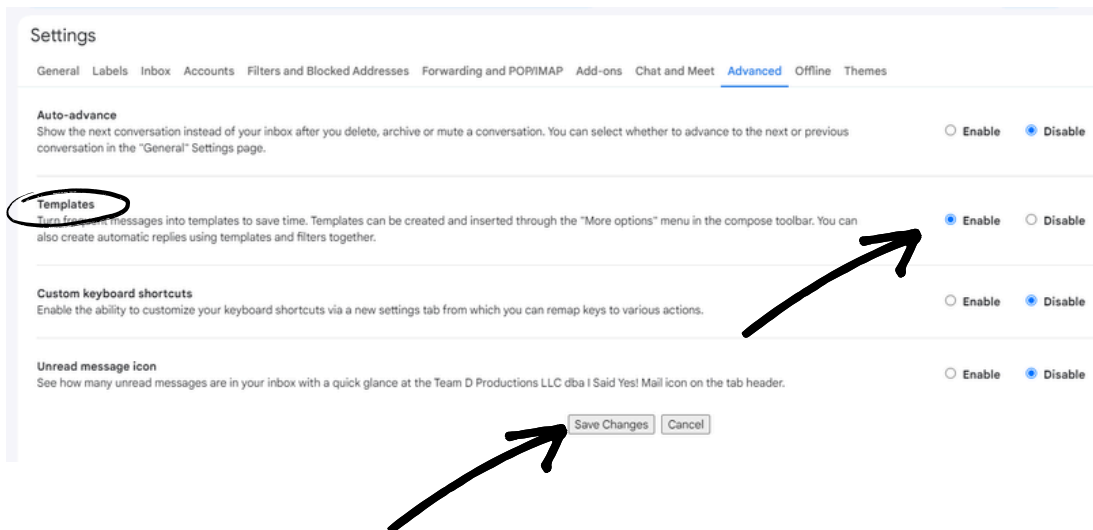
I said *Yes!*  
to  
Success

## Step 3: Click Advanced



The screenshot shows the Gmail Settings page with the 'General' tab selected. The 'Advanced' tab is circled in red, and a red arrow points to it from the right. The settings include: Language (Team D Productions LLC dba I Said Yes! Mail display language: English (US)), Phone numbers (Default country code: United States), Maximum page size (Show 50 conversations per page), Undo Send (Send cancellation period: 5 seconds), Default reply behavior (Reply, Reply all), Hover actions (Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover.), and Send and Archive (Show 'Send & Archive' button in reply, Hide 'Send & Archive' button in reply).

## Step 4: Next to Templates, Toggle On Enable



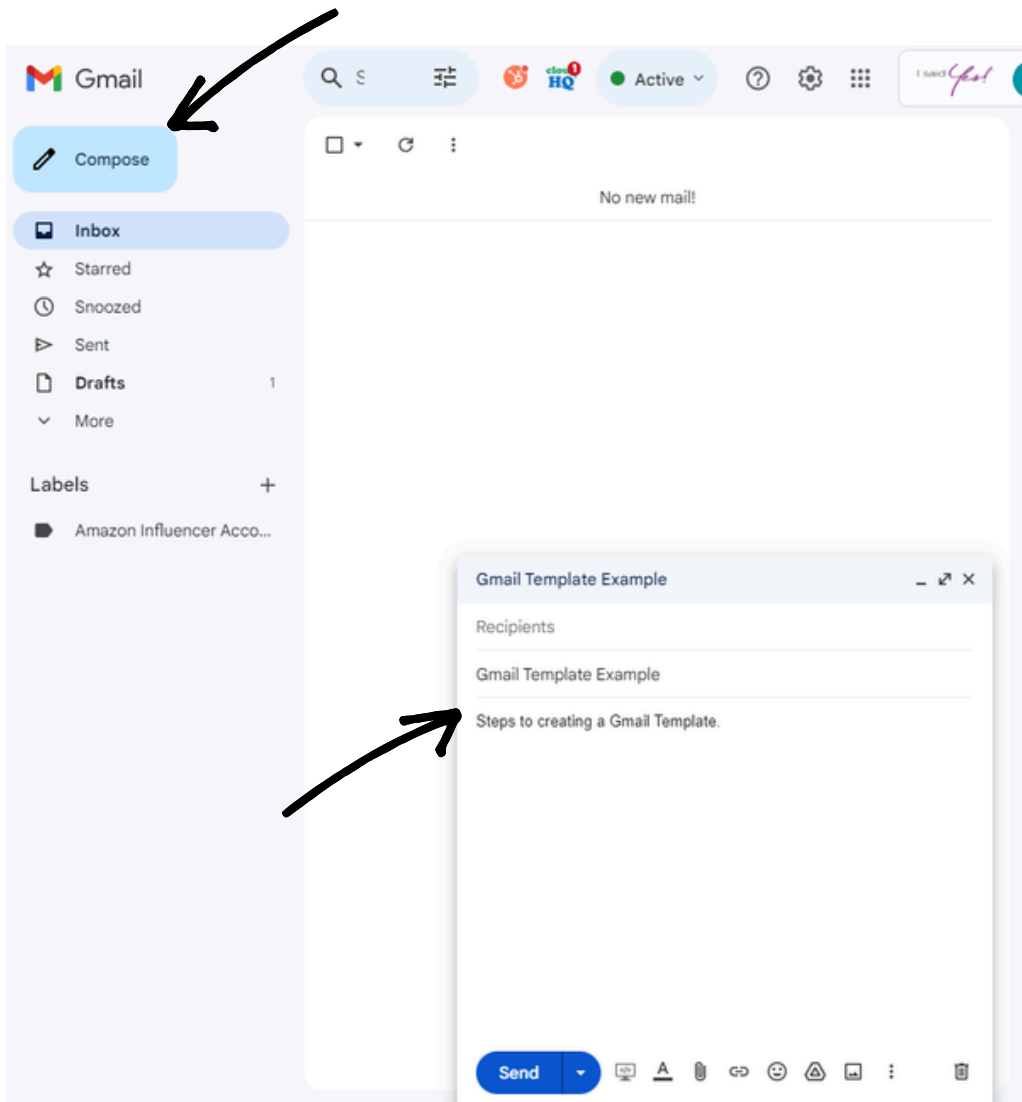
The screenshot shows the Gmail Settings page with the 'Advanced' tab selected. The 'Templates' section is circled in red, and a red arrow points to the 'Enable' toggle. The settings include: Auto-advance (Enable, Disable), Templates (Enable, Disable), Custom keyboard shortcuts (Enable, Disable), and Unread message icon (Enable, Disable). At the bottom, there are 'Save Changes' and 'Cancel' buttons. A red arrow points to the 'Save Changes' button.

## Step 5: At bottom of screen, Click to 'Save Changes'

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# Create A Gmail Template

## Step 6: Compose an email



**Step 7:** Create the subject line for your template and compose the body of your email.

Include links to blogs, pricing kits, media kits, appointment schedulers.

Make sure your signature is set to automatically add.

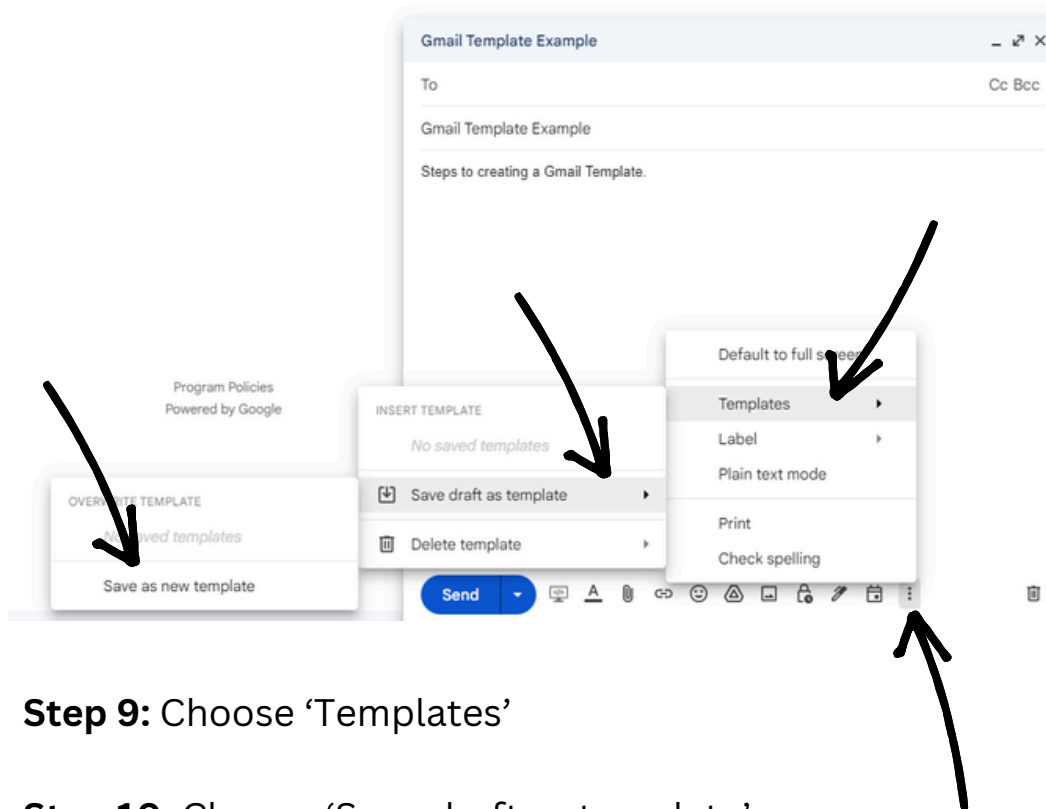
I said *Yes!*  
to  
Success

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# Create A Gmail Template

I said *Yes!*  
to  
Success

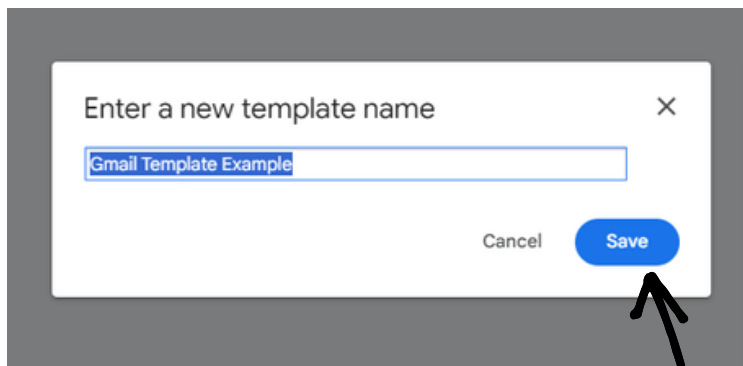
**Step 8:** Click the 3 little dots at the bottom of your screen



**Step 9:** Choose 'Templates'

**Step 10:** Choose 'Save draft as template'

**Step 11:** Choose 'Save as new template'



**Step 12:** Name the template

**Step 13:** Click 'Save'

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# Create A Gmail Template

## To Use Your Templates

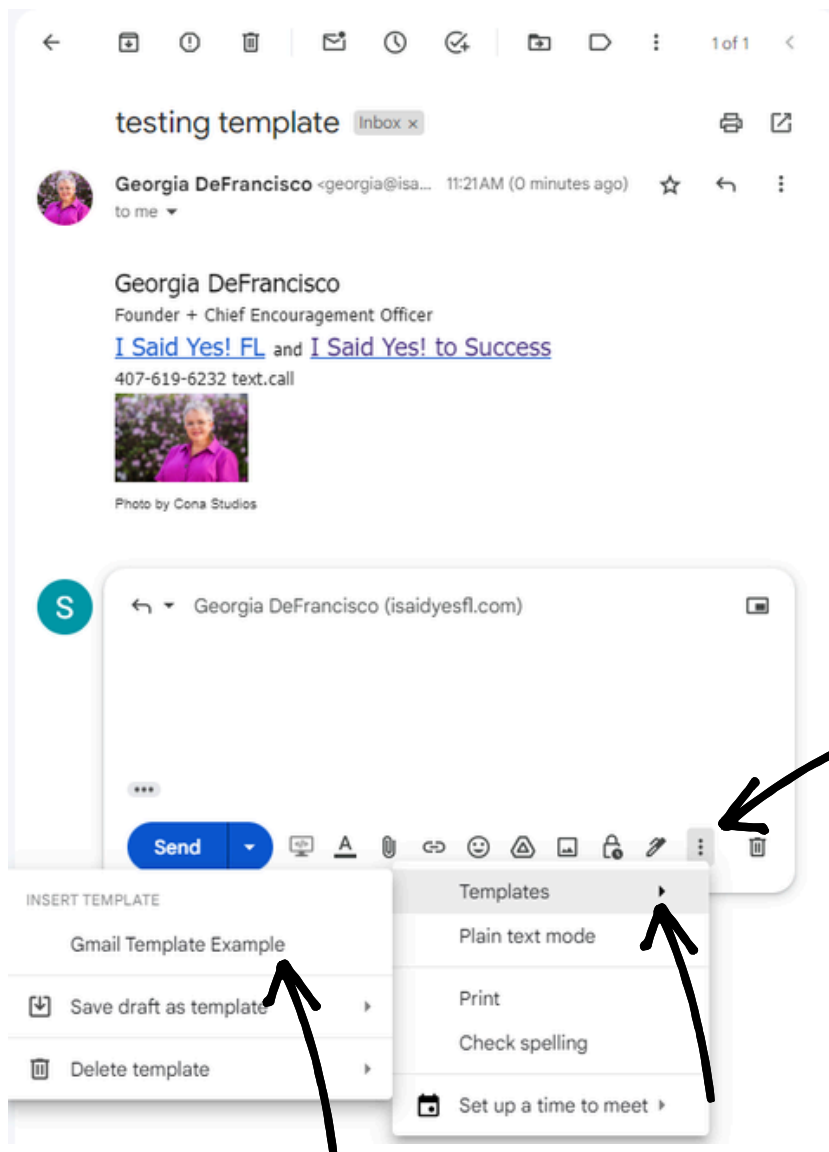
**Step 14:** Reply To or Compose an New Email

**Step 15:** Click the 3 dots

**Step 16:** Click Templates

**Step 17:** Choose the Template

**Step 18:** Make changes and Send



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to  
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